

PROPERTY TAX COMPLIANCE OFFICER 1

KIND OF WORK

Professional work providing technical knowledge in the assessment of complex real property types for the purposes of property taxation.

NATURE AND PURPOSE

Under limited supervision, develop and implement standards, policies, and protocols so that real property types are assessed in compliance with state law, Revenue policies and directives, and appraisal and assessment practices.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Oversee the property tax system on a county, city and/or local level throughout the state of Minnesota in order to ensure compliance with state law, Revenue policies, and directives, and appraisal and assessment practices.

Implement and apply guidelines and policies to ensure compliance with state property tax law.

Coordinate annual valuation equalization between and within counties to ensure state law, Revenue policies and directives, and appraisal and assessment standards are equally applied fairly among similar properties.

Act as an intermediary between the Revenue and counties, and cities to communicate information and provide direction related to state property tax law, Revenue policies and appraisal and assessment standards.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Minnesota property tax law

Property appraisal techniques and practices

Property tax administration at the county level

Statistical analysis

Workings and interaction of state and local government

Statutory duties and ethical requirements of assessors

Skill in:

Effectively managing time and resources

Communicating at the interpersonal and public levels

Writing and reviewing real property appraisals

Understanding and applying Minnesota statutes and Revenue policies related to property tax

Ability to:

Clearly and concisely write reports and other documents

Speak to an audience of a diverse nature

Motivate others to take action

Adapt to change

Lead groups to meet established time lines and complete desired results

Mediate parties sharing differing views and interpretations of laws and policies

Comprehend and interpret complex legislation, rules, etc.

LEGAL OR LICENSURE REQUIREMENTS

Designation of Senior Accredited Minnesota Assessor (SAMA) prior to attaining permanent status (M.S. 270.C.98)

Est.:

TC: 03/10

Rev.: September 2015

Former Title: Appraiser